U.S. AIR FORCE

97th TRAINING SQUADRON

Training at Altus AFB

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Courses

- This slide show is applicable to all enlisted and officer aircrew courses offered at Altus AFB

Admin Instructions – Prerequisite Checklist

- All students MUST **email** completed Formal Training Prerequisite checklist corresponding to your specific course one-week prior to arrival at Altus to 97trs.inprocessing@us.af.mil

- Find the prerequisite checklist and required documents for your course by going to https://etca.randolph.af.mil/default1.asp
  - Click on AETC and under the location dropdown - choose Altus AFB, and then click go.
  - Click on your appropriate class.
  - Under the "Prerequisites" section, there will be a link to your course pre-requisite checklist with the required items.
  - Send us your documents electronically 97TRS.Inprocessing@us.af.mil

- Then report at **0715/Building 87** on your class start date for inprocessing briefings.
- Students arriving without completed checklists verifying course prerequisites will be unable to start training and may be returned to home station

- For questions regarding prerequisite checklists or prerequisite waivers, contact the **97 TRS Student Admin at DSN 866-7446 or (580) 481-7446**

Admin Instructions - Items Required at In-Processing

- Students will arrive at 0715 on class start date for in-processing at building 87, with the following required items:
  - Medical: if PCS enroute, bring entire medical records folder
  - Flight Records: if PCS enroute, bring entire Flight Records Folder
  - iPad/Checklist: if previously issued, bring your own.
  - Instructor courses only: AF Form 4022 for Pre-attendance Training and Sq/CC signed pre-attendance workbook
    - NOTE: Per 11-2KC-135V1 5.4.3 outdated workbooks WILL NOT BE ACCEPTED; the current workbook can be found at https://train.kc135ats.net/WebKC135SMSApp/GettingStarted.aspx

Admin Instructions- Instructor Candidates

- Instructor candidates (pilot and boom operator) must complete the computer-based training lessons, the pre-course workbook and the required training listed in 11-2KC-135 vol 1, *KC-135 Aircrew Training* prior to the class start date. All prerequisites will be documented in the candidates Pre-Instructor Training folder. Bring the completed workbook and training folder (with waivers, if applicable) to Altus. These will be collected during check-in.
- This course is for instructor qualification only. Candidates may not realign their QUAL/INST checkrides at Altus.

Admin Instructions – Reporting/Lodging

- All students arrive at Altus AFB
  - NO EARLIER and NO LATER than **one day prior** to class start date
  - Check-in with Altus billeting whether you plan to stay on base or not
  - If on-base lodging is not available, students should be provided a non-A and directed to a reduced rate facility off-base.
  - The reduced rate will be some percentage of full rate lodging, depending on the length of the TDY
  - Make reservations for on-base lodging at the Red River Inn prior to your arrival by calling DSN 866-7356 or (580) 481-7356
- Report to Bldg 87, Room 103 (Student Administration) at 0715 on class start date

Admin Instructions – TDY Orders Allowances

- Excess Baggage should be authorized to accommodate for aviation publications / professional equipment required for this course.
- NOTE: No follow-on training out-and-backs from Altus.

Admin Instructions - Transportation

- No government transportation is available to Altus from the local civilian airports
- Information on ground transportation from Lawton Regional or Will Rogers Airports can be obtained from Altus AFB TMO DSN 866-7282 or (580) 481-7282
- Commercial ground transportation can cost up to $100 each way
- Cash and Gov credit card are the only means of payment

Admin Instructions - Funding

- TDYs en route to PCS are the responsibility of the gaining units for courses that are not identified as AETC funded USAF Formal Training courses and are a requirement of the gaining unit
- Reference AFI65-601V1 ("BUDGET GUIDANCE AND PROCEDURES").

Fitness Test Requirements

- Per AETCI 36-2205 VOL 7 Altus Sup, students will not attend training while enrolled in the Fitness Improvement Program (FIP)
- For any course less than 6 weeks (under 42 calendar days), students will have a fitness assessment on record that does not expire until at least two weeks after their course graduation date
- For all others, testing is available at Altus, but it is recommended that assessments be accomplished at home station prior to starting class, as not to detract from the training time line
- PT gear will be worn in accordance with AFI 36-2903

Uniform Requirements

- The Altus Exchange has a limited supply of uniform items
- Students should bring all necessary uniform items with them
- Blues are not required on a regular basis

Location Information

Altus AFB USAF **510 North 6th Street, Suite 1**
Altus AFB, OK 73523
DSN: 866-7446
COMM: 580-481-7446 97TRS.Inprocessing@us.af.mil

Links

- ETCA: https://etca.randolph.af.mil/default1.asp

Holiday Exodus

- Altus AFB flying operations shut down during the Thanksgiving and Christmas holiday periods. The actual dates of these breaks in flying training will be published in the September prior to the upcoming season. Simulator and Academic events may still be scheduled during the holiday period. Often the simulator/academic schedules are not finalized until a few weeks, or even days, prior to the start of the holiday break. Therefore, students in the academic/simulator phase of training may not know their Holiday schedules until just before the holiday break!
- All Active Duty, AFRC, and ANG students are given the following options during their holiday break:
  - 1) Remain in the local area and comply with 97 OG reporting instructions
  - 2) Return to their home unit at their (or their unit's) expense
  - 3) Take personal leave.
- Students who elect to remain in the Altus local area may be given a special pass, not to exceed 4 days, IAW AFI 36-3003.